

- Access NIH mail from the web
- Access NIH mail from Microsoft Outlook using a laptop (see next page)

From the internet address, type **mail.nih.gov** and hit enter key then log in using your account & password as shows below

U.S. Department of Health & Human Services

Email Web Access

Provided by the Central Email Service

Use Email Web Access Light

To log on, you must enter your domain and user name as Domain\User name.
For Example: NIH\doej

User name: NIH\RohrbauM

Password: ●●●●●●●●●●

Log On

To change your password, go to <https://IForgotMyPassWord.nih.gov>.

If you are using a Web browser with a pop-up blocker, you must allow pop-ups from mail.nih.gov. Read your browser's Help information or, for Internet Explorer for Windows XP Service Pack 2, visit [Microsoft Support Bulletin](#).

To protect your account from unauthorized access, Email Web Access automatically doses its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser and log on again.

If you need assistance, please contact the [NIH Help Desk](#) at:
301-496-4357 (6-HELP) (local)
866-319-4357 (toll-free)
301-496-8294 (TTY)
[Submit a Help Desk Ticket](#) online

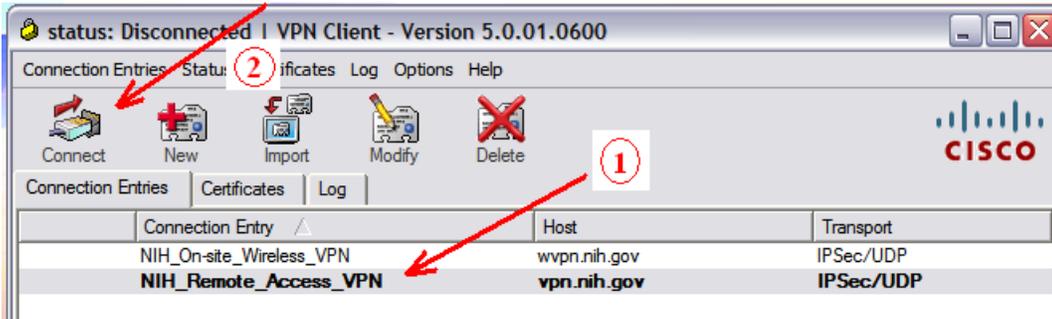


➤ **VPN Client is required to connect to NIH server before Outlook can open your NIH mail.**

- 1) Laptop must be connected to internet using LAN wired or wireless connection from home, school, airport, hotel, Starbuck coffee, book store, or Verizon wireless card
- 2) then use Cisco System VPN Client under Start/Program menu to connect to NIH server as following steps:



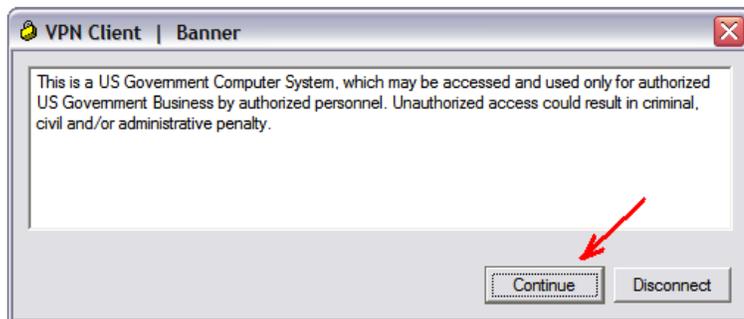
Select **NIH_Remote_Access_VPN** then click Connect icon as it shows below



Enter login ID and password then click OK button



Click Continue button when server authorizes access



After VPN connecting to NIH server, user can connect to NIH servers and/or open Outlook Email.